



AGENDA

Ordinary Council Meeting
19 March 2024





NOTICE OF MEETING

Dear Elected Members and Members of the Public,

In accordance with the provisions of Section 5.5 of the Local Government Act, you are hereby notified that the March Ordinary Council Meeting has been convened for:

Date: Tuesday 19 March 2024

At: Shire of Narembeen Council Chambers
1 Longhurst Street, Narembeen

Commencing: 5.00pm

Rebecca McCall
Chief Executive Officer

14 March 2024

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Narembeen for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. The Shire of Narembeen disclaims any liability for any loss whatsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's and or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for license, any statement or limitation or approval made by a member or officer of the Shire of Narembeen during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Narembeen. The Shire of Narembeen warns that anyone who has an application lodged with the Shire of Narembeen must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of the application and any conditions attaching to the decision made by the Shire of Narembeen in respect of the application.

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1. Official Opening and Welcome

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

Cr SW Scott	President
Cr HA Cusack	Deputy President
Cr TW Cole	
Cr MJ Currie	
Cr HJ Bald	
Cr CD Bray	
Cr AM Hardham	

Staff:

Ms R McCall	Chief Executive Officer
Mr B Forbes	Executive Manager Corporate Services
Mr K Markham	Executive Manager Infrastructure Services
Ms K Conopo	Senior Administration Officer

Member of Public:

Apologies:

3. Public Question Time

4. Disclosure of Interest

5. Application for Leave of Absence

6. Deputations/ Petitions/ Presentations/ Submissions

7. Confirmation of Previous Meetings

7.1 Ordinary Council Meeting 20 February 2024

Attachment 7.1A

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation – 7.1

That the minutes of the Shire of Narembeen Ordinary Council Meeting held on Tuesday 20 February 2024, as presented, be confirmed as a true and correct record of proceedings.

8. Minutes of Committee Meetings to be Received

**8.1 Roe Sub Regional Road Group 23 February 2024
Attachment 8.1A**

Voting Requirements

- Simple Majority Absolute Majority

Officer's Recommendation – 8.1

That the minutes of the Roe Sub Regional Road Group Meeting held on Friday 23 February 2024, as presented, be received.

**8.2 Local Emergency Management Committee 29 February 2024
Attachment 8.2A**

Voting Requirements

- Simple Majority Absolute Majority

Officer's Recommendation – 8.2

That the minutes of the Shire of Narembeen Local Emergency Management Committee Meeting held on Thursday 29 February 2024, as presented, be received.

**8.3 Audit and Risk Committee Meeting 6 March 2024
Attachment 8.3A**

Voting Requirements

- Simple Majority Absolute Majority

Officer's Recommendation – 8.3

That the minutes of the Shire of Narembeen Audit and Risk Committee Meeting held on Wednesday 6 March 2024, as presented, be received.

**8.4 Housing Committee Meeting 6 March 2024
Attachment 8.4A**

Voting Requirements

- Simple Majority Absolute Majority

Officer's Recommendation – 8.4

That the minutes of the Shire of Narembeen Housing Committee Meeting held on Wednesday 6 March 2024, as presented, be received.

9.

Recommendations from Committee Meetings for Council Consideration

**9.1 Compliance Audit Return
Attachment 9.1A**

Voting Requirements

Simple Majority Absolute Majority

Officer's and Committee's Recommendation – Item 9.1

That Council endorse the 2023 Compliance Audit Return, as attached.

**9.2 Audit and Risk Committee Terms of Reference
Attachment 9.2A**

Voting Requirements

Simple Majority Absolute Majority

Officer's and Committee's Recommendation – Item 9.2

That Council endorse the Audit and Risk Committee Terms of Reference, as attached.

10. Announcements by Presiding Member without Discussion

11. Officer's Reports - Office of the Chief Executive Officer

11.1 Draft Animal Welfare Plan

Date:	10 March 2024
Location:	Not applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	ADM553
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	11.1A Draft Animal Welfare Plan

Purpose of Report

- Executive Decision Legislative Requirement

Summary

Council to adopt the draft Animal Welfare Plan.

Background

In addition to minimising suffering of animals during emergency events or disasters it is imperative to ensure that Local Emergency Management Arrangements (LEMA) specifically provide for the management of animals. Animals are a part of community life within the Shire of Narembeen as pets, companions or as part of a commercial enterprise.

Within the Shire of Narembeen, there are over 85 registered dogs, more than 93 registered cats, and an unspecified number of other animals, including alpacas, cows, horses, and sheep, being kept.

Animal owners are always ultimately responsible for the care and welfare of their animals, including during emergencies. These arrangements have been developed and adopted to supplement animal owners own emergency planning or preparations, particularly after the immediate impacts of an emergency.

In this plan, human life and safety will always take precedence over animal life.

Comment

The aim of the plan is to outline and document the proposed arrangements for animal welfare in response to an emergency affecting animals kept within the Shire of Narembeen.

The purpose of this plan is to document specific animal welfare arrangements to be implemented in response to an emergency affecting the community within the district of the Shire of Narembeen.

The plan outlines arrangements in response to emergencies for the welfare of pets and livestock kept within the Shire of Narembeen and includes:

- activation procedures;
- roles and responsibilities; and
- shelter arrangements and/or facilities

Consultation

Local Emergency Management Committee – 29 February 2024

Statutory Implications

The document has been prepared as a sub-plan to the Shire of Narembeen Local Emergency Management Arrangements (2022) prepared in accordance with s.41 of the *Emergency Management Act 2005*.

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Strategic Priority: 1. Community

Objective: Happy, safe, healthy, and inclusive community

Strategy: 1.6 Support emergency services planning, risk mitigation, response and recovery

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Business and Community Disruption
Risk Category	Health
Consequence Description	Fatality / Permanent Disability
Consequence Rating	Catastrophic (5)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Moderate (5)
Key Controls in Place	Local Emergency Management Arrangements and Training
Action / Treatment	Animal Welfare Plan
Risk Rating After Treatment	Adequate

Financial Implications

Nil

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation – Item 11.1

That Council adopts the draft Animal Welfare Plan, as attached.

11.2 Community Sporting and Recreation Facilities Fund 2024-2025 Application

Date:	10 March 2024
Location:	Not applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	ADM706
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	11.2A Draft Sporting Lighting Plan 2024-2026 11.2B Sport and Recreation Facilities Plan 2021-2031

Purpose of Report

- Executive Decision Legislative Requirement

Summary

This item seeks Council approval the application for the Community Sporting and Recreation Facilities Fund (CSRFF) for the upgrade of lights at the Mt Walker Tennis Club and the installation of lights at the Narembeen Tennis Club.

Background

The Shire of Narembeen's Sport and Recreation Facilities Plan 2021-2031 includes lighting projects for the Narembeen Hockey Club, Narembeen Football Club, Narembeen Tennis Club and Mt Walker Tennis Club. The Sports Lighting Plan 2024-2026 (**Attachment 11.2A**) should be read in conjunction with the strategic facilities plan to provide context, justification, and priority.

A Lighting Project Working Group was established in late 2023 including:

- Rebecca McCall, CEO, Shire of Narembeen
- Trevor Sprigg, President, Narembeen Hockey Club
- Mitch Miolini, President, Narembeen Football Club
- Paul Wanless, President, Narembeen Tennis Club
- Courtney Bormolini, Secretary, Mt Walker Tennis Club
- Caroline Robinson, consultant, 150Square Pty Ltd

The working group met with the Wheatbelt Manager from the Department of Local Government, Sport and Cultural Industries in late December 2023 to discuss the lighting needs of each club and funding options. Following this, site visits were conducted by lighting consultants and quotes were received which has informed the lighting plan. This plan works within the Australian Sports Lighting Standards which is a requirement of the funding program. None of the current lighting infrastructure for each of the four clubs in the Working Group meets Australian Sports Lighting Standards.

The objectives of this plan are to:

- identify the current lighting standards and gaps for Narembeen tennis, Mt Walker tennis, Narembeen hockey and Narembeen football;
- determine club priorities and contributions for lighting infrastructure;

- maximise external funding opportunities for the Shire of Narembeen and clubs; and
- coordinate grant applications and club fundraising activities to upgrade lighting infrastructure.

The following approach has been agreed to by clubs party to this lighting plan (subject to the Shire of Narembeen's tender process and external funding application outcomes):

Lighting Plans			
Sport	Australian Standard	LUX	Inclusions
Mt Walker Tennis Lights	Club competition and commercial	Average PPA 350 lux, Uniformity Min/Ave > 0.60,	Mobilisation and light fittings only.
Narembeen Tennis Lights	Club competition and commercial	Uniformity Min/Max > 0.40 Average PPA 250 lux, Uniformity Min/Ave > 0.30, Uniformity Min/Max > 0.20 Glare Rating < 50	Mobilisation, lights and poles.
Narembeen Hockey Lights	CLASS II (staged)	To be determined	Mobilisation, lights and poles. Main switchboard upgrade.
Narembeen Football Lights	Amateur	Average 100 lux, Uniformity Min/Ave > 0.50, Uniformity Min/Max > 0.30 Uniformity Gradient < 2, Glare Rating < 50	Mobilisation, lights and poles. Main switchboard upgrade.

Funding Arrangements						
Club	Total Project Cost Ex-GST	15% Contingency	Total Project Cost, Contingency and GST	Club Cash Contribution	External Funding	Application Year
Mt Walker Tennis Club	\$27,790	\$22,138	\$186,700	\$10,000	Club Night Lights Program and National Court Rebate Scheme	March 2024
Narembeen Tennis Club	\$119,800			\$50,000		
Narembeen Hockey Club – Stage one	\$236,600 (Stage One circa \$180K)	\$35,490	\$299,299	\$100,000	CSRFF Small Grants Round 2	Sept 2024
Narembeen Football Club	\$336,000	\$50,000	\$424,600	\$130,000	Club Night Lights Program or CSRFF Small Grants	March 2025
Shire of Narembeen	Switchboard upgrade \$40,000		\$44,000		To be included in football and hockey applications	Sept 2024

The Shire of Narembeen has agreed in principle to access its Recreation Reserve account as follows:

	Shire of Narembeen Cash Contribution	Year (Subject to External Funding Approvals)
Opening Reserve Balance (1 July 2024)	\$750,122	
Mt Walker and Narembeen Tennis Club Lights	\$59,000	2024/2025
Hockey Lights	\$50,000 (circa)	2024/2025
Football Oval Lights	\$128,300	2025/2026
Switchboard (50% contribution)	\$20,000	2024/2025

The CSRFF exemplifies the Western Australian Government’s commitment to the development of sustainable infrastructure for sport and recreation across the State.

The purpose of the program is to provide financial assistance to community groups and local government authorities to develop basic infrastructure for sport and recreation. The program aims to increase participation in sport and recreation, with an emphasis on physical activity, through rational development if sustainability, good quality, well-designed and well-utilised facilities.

The CSRFF is administered by the Department of Local Government, Sport and Cultural Industries (DLGSCI). Priority considerations for CSRFF include:

- projects that will directly lead to an increase in physical activity or participation;
- projects that lead to facility sharing between clubs, or rationalisation of existing facilities to increase sustainability;
- projects to upgrade facilities to make them more accessible for female participants; and
- projects in a location within a significant Aboriginal population that will increase participation or physical activity.

Local Authorities are required to assess and prioritise support for applications prior to submission to the DLGSCI.

Comment

The Narembeen Tennis Club offers social and pennant tennis. It is part of the Eastern Districts Tennis Association. It has approximately 25 members. During the season, social tennis is on a Sunday afternoon and pennants is Saturday.

The tennis club hosts open days and the Narembeen Hospital Day (every second year) which in recent years has attracted up to 75 participants (singles and doubles competition). In 2023 the club participated in cardio tennis during the weekdays and offered junior weekly coaching sessions for 6 weeks.

The following was resolved at a General Meeting on 22 February 2024:

Narembeen Tennis club resolves to spend up to \$50K of cash to contribute to the Narembeen Shire lighting project of the Narembeen Tennis courts subject to grants obtained through the Narembeen Shire.

CARRIED

In addition to our initial contribution the Narembeen Tennis Club will establish an asset maintenance and replacement fund to contribute toward the long-term maintenance, repair, and replacement of the lighting infrastructure.

Lighting Requirements		
Facility	Condition / Issues	Project Justification
Located at the Narembeen Recreation Centre there are 8 synthetic courts. The clubhouse, viewing area and storage are located in the Recreation Centre.	The tennis courts do not currently have lights.	The club requests the front 3 courts are lit to club and competition standard.
The courts and Recreation Centre are a Shire of Narembeen asset.	The tennis court surface will require replacement within the next 5yrs.	The lights will assist the club to extend social tennis times and the ability to offer evening tennis coaching session. Can now play tennis during cooler hours of the day.
	Mains power will not require upgrading.	
	Tennis is played at the hottest time of the day (social and pennants)	

2023/24	2024/25
Funding application Club Night Lights Program (March 2024) National Court Rebate 2024	Construction

Budget
Two WA businesses were engaged to quote against the Shire of Narembeen's scope of works. A preferred supplier was identified, so too design however this is subject to the Shire of Narembeen's formal tender process. All permits and licenses were included in the quotes.
Civil scope of works: <ul style="list-style-type: none"> To auger and install 4 x ragbolt cage footings 600mm wide x 2400mm deep. To supply and install new submains to the tennis courts from the distribution cabinet- southeast corner of the recreation centre. To supply and install new electrical cabling and conduits to the 4 x pole locations. To supply and install 4 x 12m fixed tapered light poles, assemble, and erect into position with lights and cabling installed. To and supply and install activation switch at an advised location. To directional drill 2 x shots under the existing courts from east to west. To commission and carry out night audit and adjustments to the new lighting design. Mobile, accommodation freight, machinery hire, crane, and EWP hire.
\$119,800 plus GST

The Mt Walker Sports Club offers social and pennant tennis. It is part of the Eastern Districts Tennis Association. The tennis club hosts open days and the Narembeen Hospital Day (every second year) which in recent years has attracted up to 75 participants (singles and doubles competition).

Membership			
	2021	2022	2023
Financial members	36	36	41
Social	11	9	10
Juniors	1		

In 2023 the club participated in cardio tennis during the week and offered junior weekly coaching sessions. The courts were also provided for group fitness classes in Summer. The club replaced its 4 courts with a new surface in 2020.

The Mt Walker Sports Club has committed \$10,000 towards their lighting project as per the resolution at a 5th March 2024 General Meeting:

**Application for tennis lights at Narembeen and Mt Walker.
 The Mount Walker Sports Club commits to \$10,000 in cash.
 The Mount Walker Sports Club continues to contribute to an asset maintenance and replacement fund.
 Moved by: Karen Bormolini Seconded: Michael Morrone **CARRIED****

Lighting Requirements		
Facility	Condition / Issues	Project Justification
Located at the Mt Walker Sports Club there are 4 synthetic courts.	The front 2 tennis courts are currently floodlit at approx. 100lux and not to Australian Lighting Standards.	The club requests the front 2 courts are lit to club and competition standard.
The clubhouse, viewing area and storage are located in the Mt Walker Sports Club (which also hosts a golf course).	Poles are in good condition and can be retained.	The lights will assist the club to extend social tennis times and the ability to offer evening tennis coaching session and group fitness classes in the Summer.
The asset is owned and managed by the Mt Walker Sports Club incorporated association.	Mains power box has recently been upgraded and can cater for increased lux.	

2023/24	2024/25
Funding application Club Night Lights Program (March 2024) National Court Rebate 2024	Construction

Budget
Two WA businesses were engaged to quote against the Shire of Narembeen's scope of works. A preferred supplier was identified, so too design however this is subject to the Shire of Narembeen's formal tender process. All permits and licenses were included in the quotes.
Civil scope of works: <ul style="list-style-type: none"> • 4 x metal halide light fittings with new 1250watt LED lights. • To supply and install activation switch at an advised location. • To commission and carry out night audit adjustments to the new lighting design. • Mobilise, accommodation, freight, machinery hire, crane, and EWP hire.
\$27,790 plus GST

Consultation

Executive Manager Corporate Services
 Council Discussion Forum 21 November 2023
 Council Discussion Forum 20 February 2024
 Council and CEO Meeting 6 March 2024
 Samantha Cornthwaite, DLGSCI
 Lighting Project Working Group:

- Courtney Bormolini, Secretary - Mt Walker Tennis Club
- Mitch Miolini, President - Narembeen Football Club
- Trevor Sprigg, President - Narembeen Hockey Club
- Paul Wanless, Secretary - Narembeen Tennis Club
- Caroline Robison, Consultant - 150Square Pty Ltd

Statutory Implications

Local Government Act 1995.

Policy Implications

Policy 4.1.21 Asset Management
Shire of Narembeen's Sport and Recreation Facilities Plan

Strategic Implications

Strategic Community Plan

Strategic Priority: 1. Community
Objective: Happy, safe, healthy, and inclusive community
Strategy: 1.3 Recreation, social and heritage spaces are safe and celebrate our lifestyle and active and healthy pursuits

Asset Management Plan

The Asset Management Plan will require adjustments to accommodate the new lighting at the Mt Walker Tennis Club and the installation of lighting at the Narembeen Tennis Club.

Long Term Financial Plan

The Long-Term Financial Plan will require amendments to accommodate the new lighting at the Mt Walker Tennis Club and the installation of lighting at the Narembeen Tennis Club.

Risk Implications

Risk Profiling Theme	Inadequate Project/Change Management
Risk Category	Financial Impact
Consequence Description	\$50,001 - \$500,000
Consequence Rating	Major (4)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Moderate (8)
Key Controls in Place	Community and Engagement Framework, Financial Management Framework, Project Management Framework and Risk Management Framework.
Action / Treatment	Risk acceptable with adequate controls, managed by specific procedures and subject to monitoring and review.
Risk Rating After Treatment	Adequate

Financial Implications

The financial implications upon the success of the CSRFF application the financial breakdown includes:

Club	Total Project Cost ex GST	15% Contingency	Total Project Cost, Contingency and GST	Club Cash Contribution (up to)	Shire Cash Contribution
Mt Walker Tennis Club	\$27,790	\$22,138	\$169,728 (Ex GST)	\$10,000	\$59,000
Narembeen Tennis Club	\$119,800		\$186,700 (Inc GST)	\$50,000	

The Shire of Narembeen would access the Recreation reserve.

Voting Requirements

- Simple Majority Absolute Majority

Officer's Recommendation – Item 11.2

That Council:

1. supports the small grants application for the Community Sporting and Recreation Facilities Fund seeking financial support of \$93,350 for the upgrade of lights to LED at the Mt Walker Tennis Club and the installation of lights at the Narembeen Tennis Club;
2. in principle agrees to the allocation of up to \$59,000 in the 2024/2025 budget contributing towards for the upgrade of lights to LED at the Mt Walker Tennis Club and the installation of lights at the Narembeen Tennis Club.

11.3 Council Representation on Rural Water Council

Date:	12 March 2024
Location:	Not applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	ADM146
Previous Meeting Reference	Not applicable
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report

- Executive Decision Legislative Requirement

Summary

Council to consider appointing representatives to the Rural Water Council committee.

Background

Council reviews the representation on committee and working groups every two years. Having Council representation on council and community working groups provides for effective community consultation and advocacy.

During the October 2023 Ordinary Council Meeting, the delegation of representatives to the Rural Water Council was overlooked.

Comment

The Rural Water Council aims to address water issues in rural areas including completion of the Comprehensive Water Scheme. The group's aims and objectives are focussed on:

1. Raising awareness of water supply issues relating to farmland and communities in rural and dryland agricultural areas.
2. Endeavouring to obtain equitable distribution statewide of funds for water supply improvement to minimise the difficulty caused by the inadequate domestic, spraying and stock water in dryland agricultural areas.
3. Working with all relevant Government agencies, water advisory groups and other stakeholders to encourage and support research and development to optimise alternative management and use of water supplies.
4. Raising awareness of the need to improve and maintain rural and town water supplies and infrastructure.
5. Contributing to regional planning and policies relating to the allocation and use of water resources in rural and dryland agricultural areas.
6. Representing the water needs of our member communities.
7. Raising awareness of the need to effectively manage water resources.
8. Providing input to and seeking membership of appropriate water advisory groups and the like.

The Group is supported by the Water Corporation and the Department of Water and Environmental Regulation.

Work undertaken by the Wheatbelt Development Commission in relation to regional infrastructure planning highlighted the provision of water, including infrastructure, headwork charges and water allocations as a significant issue. Provision and access to adequate water supply is a major impediment to development throughout rural and dryland agricultural areas.

The group meets three times per year, generally two (2) hosted by the Water Corporation at its Cunderdin Depot and one (1) hosted by a member local government. Each local government/association member is entitled to two voting delegates.

Consultation

Nil

Statutory Implications

Local Government Act 1995

Section 5.10 – Committee members, appointment of

(1) A committee is to have as its members —

- (a) persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b)); and
- (b) persons who are appointed to be members of the committee under subsection (4) or (5).

* Absolute majority required.

(2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.

(3) Section 52 of the *Interpretation Act 1984* applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the council.

(4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.

(5) If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —
(a) to be a member of the committee; or (b) that a representative of the CEO be a member of the committee, the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

Policy Implications

4.2.17 – Members Sitting Fees and Travel Expenses

Strategic Implications

Strategic Community Plan

Strategic Priority: 4. Civic Leadership
Objective: Well governed and efficiently managed local government
Strategy: 4.2 Compliant and resourced Local Government

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Inadequate Engagement Practices
Risk Category	Environment
Consequence Description	Unsubstantiated, low impact, low profile or 'no news' item
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls in Place	Council Committee and Working Group List
Action / Treatment	Council Representation
Risk Rating After Treatment	Adequate

Financial Implications

Nil

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation – Item 11.3

That Council appoint Councillor _____ as the Representative and Councillor _____ as the proxy, to the Rural Water Council

12	Officer's Reports - Development and Regulatory Services
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Nil

13	Officer's Reports - Corporate Services
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13.1	Budget Review for Period Ended 29 February 2024
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Date:	12 March 2024
Location:	Not Applicable
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services
Author:	Ben Forbes, Executive Manager Corporate Services
File Reference	ADM121
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	13.1A Shire of Narembeen – 2024 Budget Review

Purpose of Report

- Executive Decision Legislative Requirement

Summary

Council to consider and adopt the attached budget review for the period ended 29 February 2024.

Background

The *Local Government (Financial Management) Regulations 1996* (as amended) require local governments to conduct a budget review between 1 January and 31 March each year and report the results of the review to Council. After Council has made their determination, a copy is to be provided to the Department of Local Government, Sport and Cultural Industries.

Comment

1995, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards.

The budget review is to note predicted variances from the annual budget, which may be either timing or permanent variances. A permanent variance is a known or guaranteed variance from the annual budget that requires a budget amendment by Council. Timing variances are due to delays in expenditure that Council is still anticipated to incur, and accordingly do not warrant a budget amendment. Note that in the identification of permanent and timing variances, Council has adopted a materiality of 10% or \$25,000.00, whichever is greater, for the 2024 financial year.

The budget review details significant revisions to estimates made in the annual budget, predominantly due to projects being delayed due to a lack of capacity and there being additional brought forward surplus funds due to the finalisation of the accounts as at 30 June 2023. There are corresponding changes to reserve movements to accommodate these variances, with the overall result being that

anticipated reserve balances as at 30 June 2024 are \$5,292,904, an increase of \$900,424 from the originally budgeted total balance of \$4,392,480.

Consultation

Chief Executive Officer
Executive Manager Infrastructure Services

Statutory Implications

Local Government (Financial Management) Regulations 1996

33A. Review of budget

- (1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.
- (2A) The review of an annual budget for a financial year must —
 - (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
 - (b) consider the local government's financial position as at the date of the review; and
 - (c) review the outcomes for the end of that financial year that are forecast in the budget.
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.
- (3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

*Absolute majority required.

- (4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

[Regulation 33A inserted: Gazette 31 Mar 2005 p. 1048-9; amended: Gazette 20 Jun 2008 p. 2723-4.]

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Strategic Priority: 4. Civic Leadership
Objective: Well governed and efficiently managed Local Government
Strategy: 4.2 Compliant and resourced Local Government

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
Risk Category	Compliance
Consequence Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls in Place	Governance Calendar, Financial Management Framework and Legislation
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

Adopting the budget review will result in additional allocations of municipal funds as detailed in Note 4 of the attached report.

Voting Requirements

- Simple Majority Absolute Majority

Officer's Recommendation – Item 13.1

That Council

1. Adopt the 2024 Budget Review as attached.
2. Adopt the budget amendments (as detailed in Note 4 of the attached).

13.2 Change of Financial Institution

Date:	8 March 2024
Location:	Not applicable
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services
Author:	Ben Forbes, Executive Manager Corporate Services
File Reference	ADM576
Previous Meeting Reference	Not applicable
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report

- Executive Decision Legislative Requirement

Summary

For Council to consider and endorse the transition of the Shire of Narembeen's commercial banking to Commonwealth Bank of Australia from Bankwest.

Background

As Council will be aware, Bankwest has confirmed that all branches will be shut down by the end of the 2024 calendar year. In the lead up to this, Bankwest has suspended various services to business clients and begun forcefully transitioning various customers to Commonwealth Bank of Australia (CBA).

Accordingly, Council must consider their options for alternatives, which in practical terms is limited to financial institutions that are in nearby towns as it must be assumed that the Narembeen Bankwest branch will not be replaced with a CBA branch.

This leaves three options:

1. Commonwealth Bank of Australia, located in Merredin;
2. Westpac Banking Corporation, located in Merredin; and
3. Bendigo Bank, branch in town (or nearby) pending establishment.

Comment

The Officer's recommendation is based on several practical concerns:

1. the timeliness and ease of transitioning banks, noting that:
 - a. the changeover is best done in the current financial year, and ideally commenced immediately.
 - b. Commonwealth Bank of Australia already has established processes to transition local governments from Bankwest to their service.
2. once the local Bankwest branch is lost, banks located in Merredin will be the most accessible option for Shire staff (both current and future).

3. although Bendigo Bank aligns best with Council's strategic plans and community-minded philosophy, the difficulty in raising sufficient operating capital and commercial interest for the branch to be viable will mean that:
 - a. setting up the branch will likely involve significant Shire resources.
 - b. the Shire will have very limited control over the establishment of the branch which will create issues with Bankwest's hard deadline for the end of the calendar year and may result in poor timing of the transition (during rating or the annual audit, etc).
 - c. the chance of the local branch not being viable and Council having to revisit this process will be a constant risk.

Council should also note that:

- larger financial institutions tend to have better developed technology and processes, reducing the likelihood of ongoing procedural issues.
- in the event that Merredin also loses all bank branches, Council will be best situated to have minimal loss of functionality with a larger institution's technology.
- all of Council's investments are already in Commonwealth Bank of Australia term deposits.

Consultation

Chief Executive Officer

Statutory Implications

Local Government Act 1995:

s6.14 – Power to Invest

(1) Money held in the municipal fund or the trust fund of a local government that is not, for the time being, required by the local government for any other purpose may be invested as trust funds may be invested under the Trustees Act 1962 Part III.

(2A) A local government is to comply with the regulations when investing money referred to in subsection (1).

(2) Regulations in relation to investments by local governments may —

- a) make provision in respect of the investment of money referred to in subsection (1);
- b) *[deleted]*
- c) prescribe circumstances in which a local government is required to invest money held by it;
- d) provide for the application of investment earnings; and
- e) generally provide for the management of those investments.

Financial Management Regulations 1995:

19C. Investment of money, restrictions on (Act s. 6.14(2)(a))

(1) In this regulation —

authorised institution means —

- (a) an authorised deposit-taking institution as defined in the *Banking Act 1959* (Commonwealth) section 5; or
- (b) the Western Australian Treasury Corporation established by the *Western Australian Treasury Corporation Act 1986*;

foreign currency means a currency except the currency of Australia.

- (2) When investing money under section 6.14(1), a local government may not do any of the following -
- deposit with an institution except an authorised institution;
 - deposit for a fixed term of more than 3 years;
 - invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
 - invest in bonds with a term to maturity of more than 3 years;
 - invest in a foreign currency.

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Strategic Priority: 4. Civic Leadership
 Objective: Well governed and efficiently managed Local Government
 Strategy: 4.2 Compliant and resourced Local Government

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
Risk Category	Compliance
Consequence Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls in Place	Governance Calendar, Financial Management Framework and Legislation
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

Pending Council's acceptance of the Officer's Recommendation, this resolution will result in additional fees (the exact amount pending actual receipts and uptake by customers) of approximately \$1,000 a year.

Pending the amount of cash on hand that is **not** invested in a term deposit, the higher interest rates on Council's transaction account stand to earn Council additional interest of between \$10,000 to \$20,000 a year (based on current indicative rates only).

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation – Item 13.2

That Council endorse changing financial institutions from Bankwest to Commonwealth Bank of Australia and authorise the Chief Executive Officer to execute all necessary contracts and agreements with Bankwest and the Commonwealth Bank of Australia in accordance with this resolution.

Date:	11 March 2024
Location:	Not applicable
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services
Author:	Ben Forbes, Executive Manager Corporate Services
File Reference	Not applicable
Previous Meeting Reference	Not applicable
Disclosure of Interest:	Nil
Attachments:	13.3A Shire of Narembeen - Financial Statements for Month Ended 29 February 2024

Purpose of Report

- Executive Decision
 Legislative Requirement

Summary

For Council to accept the financial statements for the month ended 29 February 2024.

Background

The monthly financial reports are presented in accordance with the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*. A statement of financial activity and any accompanying documents are to be presented to the Council at an ordinary meeting of the Council within two months after the end of the month to which the statement relates. The Statement of Financial Activity Report summarises the Shire's financial activities.

Comment

Council's closing funding surplus as at 29 February 2024 is \$3,345,349, with cash on hand of \$8,397,988 including \$4,734,815 of restricted reserves.

Consultation

Chief Executive Officer

Statutory Implications

Local Government Act 1995, Section 6.4

Regulation 34(1) of the Local Government (Financial Management) Regulations 1996 requires a local government to prepare each month a statement of financial activity.

Regulation 34(2) requires the statement of financial activity to report on the sources and applications of funds, as set out in the annual budget.

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Strategic Priority: 4. Civic Leadership

Objective: Well governed and efficiently managed Local Government

Strategy: 4.2 Compliant and resourced Local Government

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
Risk Category	Compliance
Consequence Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls in Place	Governance Calendar, Financial Management Framework and Legislation
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

Nil

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation – Item 13.3

That Council receive the monthly financial statements for the month ended 29 February 2024.

13.4 Schedule of Accounts Paid for Month Ended 29 February 2024

Date:	11 March 2024
Location:	Not applicable
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services
Author:	Annette Byrne, Senior Finance Officer
File Reference	ADM018
Previous Meeting Reference	Not applicable
Disclosure of Interest:	Nil
Attachments:	13.4A Schedule of Accounts Paid for the Month Ended 29 February 2024 13.4B Credit Card Payment List – February 2024

Purpose of Report

- Executive Decision Legislative Requirement

Summary

For Council to receive the list of payments made by the Shire of Narembeen for the month ended 29 February 2024.

Background

The Shire's schedule of accounts paid is to be provided to Council each month, pursuant to the requirements of *Local Government (Financial Management) Regulation 1996*.

Comment

As per the attached schedule, total payments from Municipal funds for the month ended 29 February 2024 total \$659,184.64, including \$4,962.79 of expenditure on Council credit cards.

Consultation

Nil

Statutory Implications

Local Government (Financial Management) Regulations 1996

Reg. 13 List of Accounts

1. If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared;
 - a. The payee's name;
 - b. The amount of the payment;
 - c. The date of the payments; and
 - d. Sufficient information to identify the transaction.

3. A list prepared under sub regulation (1) or (2) is to be –
 - a. Presented to the council at the next ordinary meeting of council after the list is prepared; and
 - b. Recorded in the minutes of that meeting.

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Strategic Priority: 4. Civic Leadership
 Objective: Well governed and efficiently managed Local Government
 Strategy: 4.2 Compliant and resourced Local Government

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
Risk Category	Compliance
Consequence Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls in Place	Governance Calendar, Financial Management Framework and Legislation
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

Nil

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation – Item 13.4

That Council receive the following, as attached:

1. Schedule of accounts paid for the month ended 29 February 2024
2. Credit card payment list – February 2024

14.	Officer's Reports - Community Services
Nil	
15.	Officer's Reports - Infrastructure Services
Nil	
16.	Elected Member Motions of which Previous Notice has been Given
17.	Elected Member Motions Without Notice
18.	New Business of an Urgent Nature Approved by the Presiding Person or Decision
19.	Matters for which the Meeting may be Closed
20.	Closure of Meeting

The next meeting will be held on Tuesday 16 April 2024 commencing at 5.00pm

There being no further business, the chair declared the meeting closed at ____pm